

## INFORMATION LETTER

We are in receipt of your County of Boone & City of Florence Occupational License /Payroll Tax Application. This application will be approved or denied within fifteen (15) business days from the date the application is received, or within fifteen (15) business days from the date of receipt of additional information. No activity may be conducted within the City prior to the issuance of the occupational license. Failure to obtain an occupational license may result in criminal prosecution.

Annual Occupational License Renewal forms are due the 15<sup>th</sup> day of the 4<sup>th</sup> month following the close of the taxable year end. These forms are not mailed; however they may be found on our website [www.florence-ky.gov](http://www.florence-ky.gov) under the Finance tab.

Employees working within the City of Florence are to be taxed at a rate of 2.00% of their gross wages/compensation earned within the City of Florence. An annual cap on the taxable wage or compensation is set at an amount equal to the Federal Social Security maximum of \$106,800 for tax year 2009 and 2010.

Additional information, renewal forms or copies of the coded Ordinance is available by contacting the Finance Department or visiting us at [www.florence-ky.gov](http://www.florence-ky.gov).

## County of Boone & City of Florence Occupational License Application

### 1. PERSONS REQUIRED TO FILE APPLICATION:

Each person engaged in any occupation, trade or profession or other business activity for gain or profit in the county/city shall first make application in writing to the Occupational License Department, on forms provided by the County of Boone and the City of Florence, before the applicant shall be authorized to do business.

- A) "Business" means any enterprise, activity, trade, occupation, profession or undertaking of any nature conducted for gain or profit. "Business" shall not include the usual activities of board of trade, chambers of commerce, trade associations or unions, or other associations performing services usually performed by trade associations or unions, "Business" shall also include funds, foundations, corporations, or associations organized and operated for the exclusive and sole purpose of religious, charitable, scientific, literary, educational, civic or fraternal purposes classified as "not for profit" entities as designated by the internal revenue code. However, approved non profit entities are exempt from paying the annual business license fees.
- B) "Business entity" means each separate corporation, limited liability company, business development corporation, partnership, limited partnership, registered limited liability partnership, sole proprietorship, association, joint stock company, receivership, trust, professional services organization, or other legal entity through which business is conducted.

### 2. PAYMENT OF OCCUPATIONAL LICENSE FEE:

- A) Applicants are required to pay a \$25.00 Boone County Occupational license fee with this application.
- B) When conducting business in the City of Florence, the applicant must comply with the City of Florence calculated fee in addition to Boone County Occupational license fee of \$25.00.
- C) Each "Business Entity" must separately be registered with an active license.

### 3. LICENSE REQUIRED:

	County of Boone	City of Florence
Federal Schedule C (self employed)	Yes	Yes
Federal Schedule E (Rental) or Form 8825 (Residential Property located in County)	Yes	Only if three (3) or more residential properties or two (2) or more residential duplex. Commercial must be licensed.
Schedule E (Rental) or Form 8825 (Commercial)	Yes	Yes
Schedule F (Farm)	Yes	No
Form 1065	Yes	Yes
Form 1120	Yes	Yes
Form 1120S	Yes	Yes

**COMMONWEALTH OF KENTUCKY**  
LABOR CABINET  
DEPARTMENT OF WORKERS CLAIMS

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**WORKERS COMPENSATION INSURANCE REQUIREMENTS**  
*for*  
**OHIO AND OTHER OUT OF STATE EMPLOYERS**

Ohio employers performing any work in this state are required to have a separate insurance policy for Kentucky. An Ohio certificate is not valid. An approved carrier providing benefits in accordance with the Kentucky Workers Compensation Act must provide coverage. Kentucky does not accept the Form C-110s filed by Ohio employees as these are not enforceable by Kentucky courts. Any employee injured in this state has the right to file a claim for benefits under terms of our law. There is no grace period for obtaining coverage.

Every employer with one or more employees (including part-time) is required to maintain workers compensation insurance. (KRS 342.630) This includes nonprofit corporations. There are no special exceptions for family member employees. (Keep in mind that workers often referred to as "*day labor* or *casual labor*" are considered employees under the Workers Compensation Act.

**Compliance with the Act**

The Department of Workers Claims seeks compliance of all employers in the state. This is accomplished by regular inspections of employers to verify compliance. Non-compliant employers can be cited resulting in fines of \$100 to \$1,000 for each offense. The fine can be substantial since each employee and each day of violation shall constitute a separate offense. An injunction prohibiting the employer from doing business until it comes into compliance can be obtained. Additionally an employer may be held liable to an injured employee (or employee of an uninsured contractor or sub-contractor) for income benefits including lost wages and medical expenses. An employer may not deduct policy premiums from wages or salary of any employee entitled to benefits.

Kentucky does not sponsor a state-run insurance program. Therefore, it is the employer's responsibility to secure a policy from an approved insurance company. Contact any Kentucky insurance agent that represents approved insurance companies to purchase a policy.

**Contacting Us**

This information form provides a brief explanation of the Workers Compensation Act. Additional information is available by contacting the Kentucky Labor Cabinet, Department of Workers Claims Enforcement Branch at 1-502-564-5550 or 1-800-731-5241. Our Internet Web site is [www.labor.ky.gov/workersclaims](http://www.labor.ky.gov/workersclaims).

**OCCUPATIONAL LICENSE APPLICANTS**

Dear Applicant:

As part of the occupational license application process, an inspection of the property by the Florence Fire/EMS Department is required prior to the issue of the occupational license. This is to ensure that the property is in compliance with fire and life safety regulations prior to occupancy. Depending on the amount of construction or modification to the property or occupancy type, your occupancy may not be ready for inspection for some time after you apply for an occupational license. Generally, if there are any modifications to the space or the occupancy use type changes, the Boone County Building Inspection Department would need to be contacted for the necessary permits. In these cases, the occupancy will be required to have a certificate of occupancy from the above before an occupational license inspection would be performed.

In order for the Fire/EMS Department to perform and sign off on an occupational license inspection, the property or space must be in ready or close to move-in condition. This normally ensures that features such as interior walls, doors, exit signs, and emergency lighting are in place and operating. It is suggested that you call the Fire/EMS Department at 647-5660 to schedule an inspection about one week prior to the projected date of occupancy. If at any time you have questions related to fire and life safety requirements, please contact us at the number below.